

## **Board Meeting Minutes April 15, 2013**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Middle/High School Media Center. The meeting was called to order by Chair Michelle Werner at 7:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. Also present were Superintendent Ben Barton, Paul DeMorett, Nancy Runnigen, Barb Meyer, Karen Schiltz, Emily Bialkowski, Janelle Field Rohrer, Lindsey Meyer, Paul and Tina Fruechte, Tory-Kale Schulz, Jean Klinski, Eric Jerviss, Brent Schroeder, Jeremy Leis, Amy Wild, Josh Diersen, James Westland, Brad Harguth, Jim Hoscheit, and Cathy Klug.

### **APPROVAL OF AGENDA**

Moved by Jean Meyer, seconded by Amanda King, to approve the agenda as presented. Motion carried by a unanimous vote.

### **APPROVAL OF PAST MEETING MINUTES**

Moved by Jared Barnes, seconded by Jean Meyer, to approve the minutes of March 18, 2013, regular school board meeting. Motion carried by a unanimous vote.

### **WARRIOR PRIDE**

The board recognized the following individuals: Thank you to Amy Wild for her strong leadership in leading the technology task force to implement one-to-one computing; thank you to Merchant's Bank for their generous donations to the elementary and middle/high school media centers; thank you to ISD #299 Foundation for their generous donations to our school district; congratulations to the following students for making it to the State Round of the writing essay sponsored by the Center for the Book in the Library of Congress: Hannah Cuda, Colton Lampert, Tristin Ott, Collin Reinhart; and congratulations to Tristin Ott for receiving second place in the State Round of the writing essay sponsored by the Center for the Book in the Library of Congress.

### **BOARD SHOWCASE**

The Technology Task Force updated the board with regard to the progress in the technology area of the school district. Superintendent Barton thanked the whole committee for the tremendous amount of work they have done.

### **TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE**

Moved by Spencer Yohe, seconded by Amanda King, to approve the electronic transfers and bills due and payable amounting to \$432,031.27 including check numbers 55518 through 55615 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00. Motion carried by a unanimous vote.

### **PUBLIC COMMENT**

Mr. Tory-Kale Schulz publically thanked the board for approving the hiring of him last fall and hopes that he will be looked upon favorably if a position opens up in the district. Various community members discussed with the board their concerns regarding the resignation of the athletic director.

**PERSONNEL ITEMS**

*Resignations*

Moved by Jared Barnes, seconded by Jean Meyer, to accept the resignation of Joanne Zard effective June 3, 2013, with thanks for her twenty-seven years of service to the school district. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jared Barnes, to accept the resignation of Dave Meyer as the athletic director with thanks for his years of service to the school district in this position. Motion carried by a unanimous vote.

*Termination and Non-renewal of Probationary Teacher*

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
JESSIE EMERSON, A PROBATIONARY TEACHER**

WHEREAS, Jessie Emerson is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jessie Emerson, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2012-2013 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION  
AND NON-RENEWAL**

April 15, 2013

Ms. Jessie Emerson  
2626 Dead Horse Hollow Road  
Dorchester, IA 52140

Dear Ms. Emerson,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299

Michelle Werner  
School Board Chair

The motion for the adoption of the foregoing resolution was duly seconded by Member Kelley McGraw. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Motion carried.

Termination and Non-renewal of Probationary Teacher

Member Kelley McGraw introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
STACEY MEYER, A PROBATIONARY TEACHER**

WHEREAS, Stacey Meyer is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Stacey Meyer a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2012-2013 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION  
AND NON-RENEWAL**

April 15, 2013

Ms. Stacey Meyer  
612 Center Street  
Caledonia, MN 55921

Dear Ms. Meyer,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299  
Michelle Werner  
School Board Chair

The motion for the adoption of the foregoing resolution was duly seconded by Member Kelley McGraw. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Motion carried.

Termination and Non-renewal of Probationary Teacher

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
TORY-KALE SCHULZ, A PROBATIONARY TEACHER**

WHEREAS, Tory-Kale Schulz is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Tory-Kale Schulz a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2012-2013 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION  
AND NON-RENEWAL**

April 15, 2013

Mr. Tory-Kale Schulz  
32600 County Road 13  
Houston, MN 55943

Dear Mr. Schulz:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299  
Michelle Werner  
School Board Chair

The motion for the adoption of the foregoing resolution was duly seconded by Member Jared Barnes. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: Kelley McGraw. Motion carried.

Resolution for Proposing Unrequested Leave of Absence

Member Kelley McGraw introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE  
TINA FRUECHTE ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED by the School Board of Independent School District No. 299, as follows:

1. That it is proposed that Tina Fruechte, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to M.S. 122A.40, Subdivision 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative.
2. That said proposed placement on requested leave of absence is not the result of implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT  
ON UNREQUESTED LEAVE OF  
ABSENCE AND NOTICE OF HEARING  
DATE, IF REQUESTED**

April 15, 2013

Ms. Tina Fruechte  
10374 County 14  
Caledonia, MN 55921

Dear Ms. Fruechte:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 299, and a resolution was adopted by a majority vote on the Board, proposing your placement on unrequested leave of absence effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes 122A.40, Subdivision 10, Article XXIII upon the grounds described in said statute and which are specifically as follows: discontinuance of position, financial limitations and lack of pupils.

Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299  
Michelle Werner  
School Board Chair

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, Article XXIII, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member Amanda King. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: Kelley McGraw. Motion carried.

Resolution for Proposing Unrequested Leave of Absence

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE  
ZACHARIAH HAUSER ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED by the School Board of Independent School District No. 299, as follows:

1. That it is proposed that Zachariah Hauser, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to M.S. 122A.40, Subdivision 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative.
2. That said proposed placement on requested leave of absence is not the result of implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT  
ON UNREQUESTED LEAVE OF  
ABSENCE AND NOTICE OF HEARING  
DATE, IF REQUESTED**

April 15, 2013

Mr. Zachariah Hauser  
12619 Katrina Drive  
Caledonia, MN 55921

Dear Mr. Hauser,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 299, and a resolution was adopted by a majority vote on the Board, proposing your placement on unrequested leave of absence effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes 122A.40, Subdivision 10, Article XXIII upon the grounds described in said statute and which are specifically as follows: discontinuance of position, financial limitations and lack of pupils.

Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299  
Michelle Werner  
School Board Chair

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, Article XXIII, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member Jared Barnes. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Motion carried.

*Resolution for Proposing Unrequested Leave of Absence*

Member Kelley McGraw introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE  
LINDSEY MEYER ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED by the School Board of Independent School District No. 299, as follows:

1. That it is proposed that Lindsey Meyer, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to M.S. 122A.40, Subdivision 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative.

2. That said proposed placement on requested leave of absence is not the result of implementation of an education district agreement.

3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT  
ON UNREQUESTED LEAVE OF  
ABSENCE AND NOTICE OF HEARING  
DATE, IF REQUESTED**

April 15, 2013

Ms. Lindsey Meyer  
516 South Highway 44/76  
Caledonia, MN 55921

Dear Ms. Meyer,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 15, 2013, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 299, and a resolution was adopted by a majority vote on the Board, proposing your placement on unrequested leave of absence effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes 122A.40, Subdivision 10, Article XXIII upon the grounds described in said statute and which are specifically as follows: discontinuance of position, financial limitations and lack of pupils.

Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299  
Michelle Werner  
School Board Chair

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, Article XXIII, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member Amanda King. Upon vote being taken thereon, the following voted in favor thereof: Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: Jared Barnes and Kelley McGraw. Motion carried.

New Hires

Moved by Spencer Yohe, seconded by Jean Meyer, to ratify the contract for Tim Colleran as the head girls' soccer coach beginning the 2013-2014 school year at V/3 at \$3,542.96. Motion carried by a unanimous vote.



## **ACTION ITEMS**

### **Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations Policy #206**

Moved by Spencer Yohe, seconded by Kelley McGraw, to adopt the Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations Policy #206. Motion carried by a unanimous vote.

### **Public Hearings Policy #207**

Moved by Jean Meyer, seconded by Amanda King, to adopt the Public Hearings Policy #207. Motion carried by a unanimous vote.

### **Development, Adoption, and Implementation of Policies #208**

Moved by Spencer Yohe, seconded by Jared Barnes, to adopt the Development, Adoption, and Implementation of Policies #208. Motion carried by a unanimous vote.

### **Conflict of Interest – School Board Members Policy #210**

Moved by Jared Barnes, seconded by Jean Meyer, to adopt the Conflict of Interest – School Board Members Policy #210. Motion carried by a unanimous vote.

### **Criminal or Civil Action against School District, School Board Member, Employee, or Student Policy #211**

Moved by Kelley McGraw, seconded by Spencer Yohe, to adopt the Criminal or Civil Action against School District, School Board Member, Employee, or Student Policy #211. Motion carried by a unanimous vote.

### **School Board Member Development Policy #212**

Moved by Jared Barnes, seconded by Amanda King, to adopt the School Board Member Development Policy #212. Motion carried by a unanimous vote.

### **School Board Committees Policy #213**

Moved by Amanda King, seconded by Jean Meyer, to adopt the School Board Committees Policy #213. Motion carried by a unanimous vote.

### **Out-of-State Travel by School Board Members Policy #214**

Moved by Kelley McGraw, seconded by Jared Barnes, to adopt the Out-of-State Travel by School Board Members Policy #214. Motion carried by a unanimous vote.

### **Minnesota State FFA Convention Trip**

Moved by Spencer Yohe, seconded by Jared Barnes, to approve the students to attend the Minnesota State FFA Convention trip on Sunday, April 28, 2013, through Tuesday, April 30, 2013. Motion carried by a unanimous vote.

### **Elementary Garage Building**

Moved by Jean Meyer, seconded by Kelley McGraw, to table the action to be taken regarding the elementary garage building until the May regular school board meeting. Motion carried by a unanimous vote.

Proposed Expenditures Remaining from the First One-Day Bond Proceeds

Moved by Spencer Yohe, seconded by Amanda King, to approve the proposed expenditures remaining from the first One-Day Bond proceeds as presented. Motion carried by a unanimous vote.

**ADMINISTRATIVE REPORTS**

Mr. DeMorett asked the board to starting thinking about graduation and who would like to hand out diplomas during the ceremony. State testing will be held this week Tuesday and Wednesday at the middle/high school. He is working with Simoine Bolin on an ALP Application that if approved would eliminate the costs of students going to Hokah BCLC as they would stay in our school district. The staff and administration continue to work on the ADSIS grant application that is due April 25<sup>th</sup>.

Mrs. Runnigen updated the board regarding testing. She is working on the final budget revisions for the Title Grant. The school district received a Wellness Grant from the Southeast Service Cooperative in the amount of \$1,850 for funds to be used to equip staff wellness rooms and for wellness incentives. She is in the process of hiring students to work in the SAC program and filling the preschool teacher vacancy.

Mr. Barton personally acknowledged Joanne Zard for her years of service and wished her well as she retires from the school and also thanked Dave Meyer for the great job he has done as the athletic director for the school district. He also informed the board that they will need to look at how they want to fill the athletic director position. The Qcomp revisions have been submitted and are waiting to hear back from the state to see if our school district has been approved. He updated the board regarding the principal and teacher evaluation process. He informed the board that a decision will need to be made on how the school district would like to implement the Professional Learning Communities (PLC's) into the school days for the teachers beginning the 2013-2014 school year.

**NEW BUSINESS ITEMS**

School Policies

The board held the first reading of the following policies with the adoption to take place at the May 20<sup>th</sup> regular school board meeting:

- School District Administration Policy #301
- Superintendent Policy #302
- Superintendent Selection Policy #303
- Superintendent Contract, Duties, and Evaluation Policy #304
- Policy Implementation Policy #305
- Administration Code of Ethics Policy #306

**DIRECTORS' REPORTS**

The Support Staff Negotiations Committee met to begin the 2013-2015 negotiations.

**ADJOURNMENT**

Moved by Spencer Yohe, seconded by Amanda King, to adjourn the meeting at 8:46 p.m. Motion carried by a unanimous vote.

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Jean Meyer, Clerk